

***Permits must submitted 10 Business Days Prior to Date of Event or a \$50.00 Late Fee Will be Charged.**

SERV SAFE _____ ALLERGY TR. _____ W/C _____	LICENSE FEE : \$50.00 Northampton Based: \$25.00	Date Issued:	PERMIT NO:	YEAR: 2016
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APPLICATION FOR PERMIT TO OPERATE A TEMPORARY FOOD ESTABLISHMENT

CASH ☐

CHECK ☐

Name of Establishment _____ Operator _____ Contact Telephone _____

Name of Event/Location _____ Date(s) of Event/Hours of Operation _____ Farmers' Market – Winter/Summer _____

Operator Mailing Address _____

1. Before completing this application, read Food Safety at Temporary Events and the temporary food service "Are You Ready?" Checklist.
Have you read this material? _____ **YES** _____ **NO**

2. Menu: Attach or list **all** items. Any changes must be submitted and approved by the Board of Health at least 7 days prior to the event.

3. Will all foods be prepared at the temporary food service booth?

_____ **YES** Fill out **Section B** below.

_____ **NO**

1. Attach a copy of the food permit and agreement for use of another approved kitchen giving dates and times.

2. Fill out both **Sections A and B** below.

4. List each potentially hazardous food item, and for each item check which preparation procedure will occur.

SECTION A: At the approved kitchen:

FOOD	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding	Portion Package
1.								
2.								
3.								
4.								

SECTION B: At the booth:

FOOD	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding	Portion Package
1.								
2.								
3.								
4.								

Note: If your food preparation procedures cannot fit these charts, please list all of the steps in preparing each menu item on an attached sheet.

5. Food source(s): _____

Source and storage of water/ice: _____

Storage and disposal of wastewater: _____

Storage and disposal of garbage: _____

6. NAME OF CERTIFIED FOOD MANAGER:

NAME PERSON WITH ALLERGEN AWARENESS TRAINING:

NOTE: As of **October 1, 2001**, at least one Certified Food Manager is required for all Food Service operations which handle potentially hazardous foods (PHFs). As of **February 1, 2011**, have a staff person who has completed allergen awareness training. **Please include a copy of each certificate with this application.**

Plan Review:

A. Draw in the location and identify all equipment including hand wash facilities, dish wash facilities, ranges, refrigerators, worktables, food/single service storage, etc. (A certificate from the Fire Department is required for all open flames.)

B. Describe floor, wall and ceiling surfaces: _____

A full-page sheet of white graph paper featuring a light gray grid. The grid consists of small, equal-sized squares arranged in a continuous pattern across the entire page. There are no margins, text, or other markings present.

I certify that I am familiar with 105 CMR 590.000 Minimum Sanitation Standards for Food Establishments, Federal 1999 Food Code and the above described establishment will be operated and maintained in accordance with the regulation:

APPLICANT'S SIGNATURE

DATE _____

BOARD OF HEALTH COMMENTS:

APPROVED BY

DATE _____

Copy to Applicant:_____ In Person _____ Mailed

Date: _____

Temporary Food Establishment Guideline

Introduction

A temporary food establishment is defined by the 1999 Food Code as a food establishment that operates for a period of no more than 14 consecutive days (excluding Farmers' Market participation) in conjunction with a single event or celebration. Temporary food establishments (TFE) are licensed and inspected by the Northampton Health Department in accordance with Massachusetts Regulation 105 CMR 590.09 Minimum Sanitation Standards for Food Establishments – Special Requirements.

A temporary food event is one where food is served to an open-ended number of participants over a period of time. Event planning is driven by the desired hours of operation and the estimated number of attendees. Having a food booth or table, where no specific invitation is given, and where people can stop and receive food or drink, is one example of a temporary food event.

Definition

“Temporary Food Establishment” means a food establishment that operates for a period of no more than 14 consecutive days (excluding Farmers' Market participation) in conjunction with a single event or celebration. A temporary food establishment includes at least the following:

- A restaurant with a Permit to Operate a Food Establishment issued by the Northampton Health Department or other health jurisdiction that is participating as a food vendor (the restaurant permit does not extend to off-premises operation at a temporary event);
- A mobile food unit without a permit issued by the Northampton Health Department.
- A food vendor who offers packaged/and or unpackaged samples of their product to the public;
- A demonstration cooking booth where samples are offered to the public; and
- A church, fraternal organization, social organization, or volunteer fire department (and the auxiliary organizations) that is not sponsoring the event and/or is not preparing all food items in its premises or in the homes of its members.

Please contact the Northampton Health Department if you are not sure your operation meets the definition of a temporary food establishment.

Permit Requirements

Please read the requirements carefully. They are intended to answer questions regarding the operation of a temporary food establishment.

NOTE: THE APPLICANT SHALL COMPLY WITH ALL REQUIREMENTS OF THE NORTHAMPTON HEALTH DEPARTMENT. IF VIOLATIONS ARE FOUND, THE OPERATOR MUST TAKE CORRECTIVE ACTION IMMEDIATELY OR AS OTHERWISE SPECIFIED BY THE HEALTH OFFICIAL. FAILURE TO CORRECT THE VIOLATION(S) WILL RESULT IN THE REVOCATION OF THE HEALTH DEPARTMENT PERMIT AND IMMEDIATE CESSATION OF THE FOOD SERVICE OPERATION. FAILURE TO COMPLY MAY ALSO AFFECT HEALTH DEPARTMENT ISSUANCE OF A PERMIT AT FUTURE EVENTS.

PERMIT APPLICATION PROCESS:

a) Submit to the Northampton Health Department an “Application for Permit to Operate a Temporary Food Establishment”, Serv Safe Certification, Allergen Awareness Certification, Workers' Compensation Insurance Affidavit, and the application fee.

b) The completed application fee must be received at least ten (10) days prior to the event. Applications shall be signed acknowledging agreement to comply with applicable requirements.

Permits are not transferable to another operator or event and are valid only for the period of time specified.

FOOD VENDOR(S):

- a) Submit to the Northampton Health Department an “Application for Permit to Operate a Temporary Food Establishment”.
- b) The completed application and fee must be received at least ten (10) days prior to the event. Applications shall be signed acknowledging agreement to comply with applicable requirements.
- c) Permits are not transferable to another operator or event and are valid only for the period of time specified.
- d) Only those food items listed on the application may be offered for sale, sample, or service unless changes are approved in advance by the Health Department.
- e) Temporary food establishments shall not open for business until an inspection is conducted and a permit is issued.

PHYSICAL FACILITIES:

- a) Food booths shall have overhead protection and a cleanable floor surface. The preferred floor surface is asphalt or concrete; however, plywood, tarp or a similar non-slip surface may be used if the booth is located on grass, loose gravel or dirt. Overhead protection where there is cooking must be approved by the Northampton Fire Department.
- b) An adequate supply of potable water must be available at each booth. Water must be from an approved source.
- c) Containers with tight-fitting lids shall be provided for liquid waste. Wastewater (i.e. wash water, rinse water, sanitizing water, drained ice water, etc.) may not be disposed of on the ground surface. Sewage connections shall be sanitary, non-leaking, inaccessible to insects and rodents, and approved by the health department prior to the event.
- d) Adequate and sanitary toilet facilities must be available and conveniently located for food employees.
- e) The person in charge is responsible for keeping the preparation and service areas and the surrounding grounds free of litter, trash and garbage. All garbage/refuse shall be containerized and properly disposed of during and after the event.

PERSONAL HYGIENE:

- a) Persons having open cuts or sores on his/her hands or arms may not prepare or serve food.
- b) Persons with acute respiratory infections such as colds or flu, or persons with communicable diseases involving organisms that can be transmitted by food are not allowed in food service operations and are subject to immediate exclusion if found handling food in a temporary food establishment.
- c) No eating, drinking, or smoking shall take place in the food preparation area, serving area, or cleaning and storing area of a temporary food establishment.
- d) Food handlers that use the toilet facilities, smoke, eat or drink must wash their hands before returning to work.
- e) Hands must be washed frequently and fingernails kept trimmed and cleaned. A plumbed sink or a clean container with a spigot, a container to catch wastewater, liquid hand soap, and paper towels must be provided at each booth. Gloves or chemically treated towelettes are not a substitute for hand washing.
- f) Hair restraints are required for all food handlers. Hair nets, caps, visors, etc. are acceptable means of hair restraint, but hairspray alone is not acceptable.
- g) The outer garments of food handling employees shall be clean. Jewelry should be limited. Excessive hand jewelry may not be worn.

FOOD AND BEVERAGE:

a) All food products including beverages, ice and water shall come from an approved source. The use of HOME CANNED or HOME PREPARED FOOD is strictly prohibited.

b) Food temperatures shall be maintained safe for perishable (potentially hazardous) foods as follows:

Cold foods - maintain food temperature of 41°F or below.

Hot foods - maintain food temperature of 135°F or above.

Food in transit must be protected from contamination and must meet the temperature requirements noted above.

Note: Sufficient equipment is essential for cooking foods and maintaining temperatures of all perishable foods (i.e. steam tables, chafing dishes, refrigerators, ice chests, etc.)

c) Potentially hazardous foods that have been cooked, cooled and refrigerated must be reheated for hot holding to 165°F within 2 hours.

d) Foods shall be stored at least six (6) inches off the floor.

e) The manager, operator, or person in charge shall provide and use a properly calibrated metal stem bayonet thermometer or digital thermometer with a range of (0 - 220°F) in +/-2°F increments for checking internal food temperatures. The thermometer shall be properly sanitized prior to each use and periodically calibrated.

f) Food and utensils must be protected from contamination.

g) Ice for human consumption shall be stored in cleanable, covered, self draining containers and dispensed with handled scoops, tongs, or other approved methods.

h) Food condiments such as mustard, ketchup, relish, etc. must be served in individual packets, squeeze bottles, or pump type dispensers. Cream and sugar shall be served in individual packets only. Milk products or non-dairy creamers shall be refrigerated to 41°F or below. In instances where dispensers or individual packets are not available, food handlers must add condiments or ingredients requested by the patron.

i) Foods that are contaminated, adulterated in any way or held at improper temperature are subject to immediate condemnation and discarding.

FOOD PREPARATION, HANDLING, DISPLAY, AND SERVICE:

a) Bare hand contact with ready-to-eat foods is prohibited. Provide disposable gloves, tongs, spatula, tissue paper or other utensil(s) for use to prevent bare hand contact with ready-to-eat foods.

b) Food preparation is to be kept to a minimum and prepared in small quantities.

c) Holding of cooked food is not allowed unless proper hot holding equipment is available.

d) Prepackaged food must be used where possible.

e) Food preparation and cooking must be separated from public access.

f) Adequate counter protection devices (sneeze guards or shielding) must be provided to protect non-packaged displayed foods from contamination.

g) Food containers must be labeled to properly identify their contents.

h) Canned or bottled drinks and packaged food shall not be stored in contact with water or undrained ice.

i) Toxic items such as cleaners must be labeled and stored away from food and food preparation surfaces. The use of pesticides is prohibited without prior approval from the Health Department.

j) An adequate number of leak proof and fly proof garbage containers shall be provided and serviced as needed. Plastic garbage bags should be used to line the garbage containers. Arrangements must be made for clean up and final disposal of all solid waste.

EQUIPMENT AND UTENSILS:

a) Sufficient refrigeration and/or hot holding facilities shall be provided which are capable of maintaining potentially hazardous food at proper temperature of 41°F or below and 135°F or above. Ice chest with adequate ice may be used for keeping foods cold.

b) Storage containers, single service items, equipment and utensils shall be stored at least six (6) inches off the floor.

c) Only single service utensils may be provided for use by the consumer. If wrapped single service utensils are not provided, then the utensils must either be handed to each consumer by the food worker, or stored in a manner where the food contact surface is not exposed and handles are presented to the consumer.

d) Hoses used for potable water must be food grade and labeled to indicate that they are commercial grade or NSF approved. Back-flow prevention devices must be provided also if deemed necessary.

e) Metal banded paint-type brushes are prohibited. Plastic banded brushes are approved. Trash bags are not acceptable for food storage. Lead, lead glazed, cadmium (plating on gray enamelware) or enameled utensils / equipment are prohibited.

f) If slicing, chopping, cutting, mixing, or any other type of food handling at the event site, a properly plumbed three-compartment sink with hot and cold running water or three containers of adequate size (i.e. 5-gallon buckets or 3-gallon dish pans) shall be provided for washing, rinsing and sanitizing food contact surfaces of equipment and utensils.

g) Equipment and utensils shall be cleaned and sanitized after each possible contamination (i.e. dropped on ground, working with different products, etc.).

h) Appropriate chemical test kit or strips shall be provided by the operator or person in charge and used to check sanitizing concentration strengths.

TEMPORARY FOOD ESTABLISHMENT

Booth: Design your booth with food safety in mind. The ideal booth will have an overhead covering, be entirely enclosed except for the serving window, and have only one door or flap for entry. Clear plastic or light-colored screening on side walls will aid visibility. Only food workers may be permitted inside the food preparation area; animals must be excluded.

Dish Washing: Wash equipment and utensils in a 4-step sanitizing process: washing in hot, soapy water; rinsing in hot water, chemical sanitizing; and air drying. In use equipment and utensils must be cleaned and sanitized at least once every 4 hours.

Hand Washing: Provision must be made for an adequate hand washing facility. If a sink is not available, an insulated water cooler or large coffee/tea urn with a spigot can be used for water storage and dispensing. A waste bucket must be provided to catch the waste water. Liquid soap and paper towels must be provided for proper hand washing. Gloves and chemically-treated towelettes are not a substitute for hand washing.